

GUIDELINES FOR REQUESTING BEAM

May 27, 2010

- All requests for beam must go through the Test Beam Coordinator, this includes any and all extensions for running experiments.
- Requests for beam time are granted on a first-come/first-served basis.
- Requests can only be granted to users with an approved MOU. (See How to Write an MOU)
- Usually Beam runs are Wednesday to Tuesday, exceptions can be made.
- Holidays and weekends have no effect on the beam.
- Fermilab can only guarantee 80% uptime, please make your request accordingly. (4032 pulses per week)
- The Director's guideline for test beam users effect on antiproton production and neutrino beams is 5%, this results in one 6 second event in the 60 second timeline for 12 hours a day, (0400 – 1800); (720 pulses a day)
- Requests for extended hours can not be granted if the user did not take full advantage of the beam time available (such as starting at 4am)
- Installing:
 - o Usually the enclosures are in open access after 6pm (Unless the experiment before you has been granted extended hours)
 - o Experimenters are allowed to install apparatus in the enclosure, but out of the beam, during this time. Equipment may NOT be operated unattended!
 - o The first day of your requested time is usually devoted to installing and obtaining Operational Readiness Clearance (ORC)
 - o Mechanical Support staff is only available 7am – 3pm, Monday through Friday, please plan your installations accordingly.
- Due to the ORC process beam can NOT be guaranteed for the same day, and extensions will not be made.
- The control room MUST be manned whenever the experiment is accepting beam. This is so the MCR can contact the group for information, and ensure the test apparatus is not accidentally damaged by the beam. You can leave the facility unattended, but you MUST insure the beam be stopped during that time. Please plan your shifts accordingly.